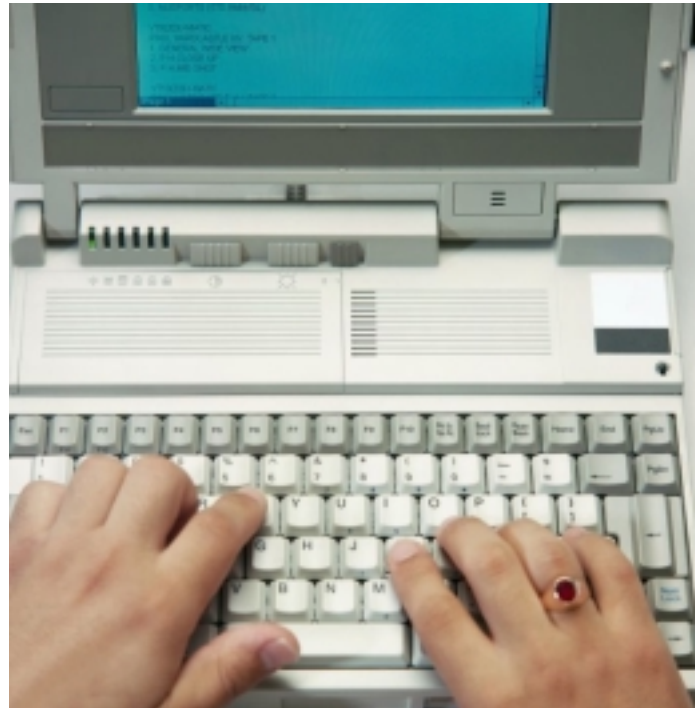


# Internet Job Search

Job seekers increasingly are using the Internet to look for job openings. The Internet is a global electronic community, and a virtual gold mine of employment resources that will only get better in the future. Nearly everything found in a real community can be found in cyberspace. There are businesses, social organizations, government agencies, educational institutions, and individual residences. Every idea, ideology and interest is represented. For every major job search strategy there is a cyberspace counterpart.



The Internet is a tool, and like all tools it is only as good as the skill of the user. Learning to use the Internet productively takes time and effort. Many new users become overwhelmed. One frustration is that the Internet is huge and there is no single manual or help desk. Another is that it is constantly changing. What's there today may be gone, moved or changed tomorrow.

So how do you know which sites offer job seekers the best opportunity to succeed in finding the perfect job? To a great degree, that depends on choosing the right job board. (Several job boards are listed at the end of this article.) To find the best job board, first prioritize what's important by asking yourself:

- What industry do you want to work in? If you want to work in a specific industry, then you should target your efforts by posting your resume on specialty job boards. There are job boards for health care, human resources, finance, real estate and so on.
- Is working in a certain geographic location important, or are you willing to relocate? There are job sites that only post openings for a specific region of the country or metropolitan area. If you're willing to work overseas, try Top Jobs on the Net ([www.topjobs.com](http://www.topjobs.com)). This site lists jobs in Australia, Ireland, Thailand and 7 other countries.

If you want to work only for a specific company, you should go directly to that employer's Web site and look for the section that posts job openings. Even if you have specific preferences, it doesn't hurt to post your resume on some of the large general job boards (see below). This is a good idea because of the large volume of recruiters and headhunters who surf these sites.

After you've chosen the type of job board you want to target, the next hurdle to jump is finding the right job board within that category. Look for those that offer ease of use, the ability to keep your identity confidential and powerful search engine filters that allow you to search with precision. These are the things that separate the good job boards from the not so good ones.

Confidentiality is important because you don't want to put yourself in a position of having your employer see your resume on a job board. Monster.com, for example, lets job seekers choose from three levels of confidentiality. You can allow any employer to search your resume, which means that they would see your contact information, the name of your current employer and references. If you want to hide that information but still want your resume searchable, you're allowed to do that. The third option allows you to keep your resume out of its searchable database.

The better job boards also offer tools that minimize mismatches for both employer and job seeker. ComputerJobs.com (<http://www.computerjobs.com>), for example, lets job seekers create personalized skill profiles, which lets them design their own home pages and list future career goals and technologies that they are interested in learning about. This type of profiling helps employers find employees who are likely to stay with the company for the long term.

Most career sites require that you register before they'll allow you to search for jobs. That can be time consuming, or a waste of time if you don't find any suitable job prospects. CareerBuilder (<http://www.careerbuilder.com>) can save you time. Though you'll still have to register, its powerful search engine allows you to search across multiple job board sites, more than 50, simultaneously.

Finally, don't overlook the job boards available on our Utah Department of Workforce Services web page (<http://jobs.utah.gov/>). Check out the Electronic Job Board and Utah's Job Bank.



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## Job Boards on the Web

**America's Job Bank** <http://www.ajb.org>

**Utah's Job Bank** <http://www.ajb.org:81/ut/>

**The Riley Guide** <http://www.rileyguide.com/>

**Other states' job boards**

<http://wi.dws.state.ut.us/related22.asp>

**The Job Factory** <http://www.jobfactory.com/>

**Utah State Jobs** <http://www.dhrm.state.ut.us>

**Federal Jobs** <http://www.pse-net.com/>

**FlipDog Job Board** <http://www.flipdog.com/>

**Job Web** <http://www.jobweb.org>

**Business Job Finder**

<http://fisher.osu.edu/fin/jobs/jobssite.htm>

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### For more information:

<http://www.rileyguide.com/execute.html>

<http://www.rileyguide.com/prepare.html>

<http://www.rileyguide.com/jobsrch.html>

<http://safetynt.net.doleta.gov/netsourc.htm>

[http://www.quintcareers.com/Internet\\_job-hunting-dos-donts.html](http://www.quintcareers.com/Internet_job-hunting-dos-donts.html)

[http://www.quintcareers.com/maximizing\\_net\\_job\\_search.html](http://www.quintcareers.com/maximizing_net_job_search.html)

[http://www.mnwfc.org/cjs/cjs\\_site/cjsbook/contents.htm](http://www.mnwfc.org/cjs/cjs_site/cjsbook/contents.htm)

<http://www.careerbuilder.com/JobSeeker>

<http://www.missouri.edu/~cpcpwww/internet.shtml>

<http://www.e-careercenter.com/>

<http://www.collegegrad.com/jobsearch/10-0.shtml>